


MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
31 May 1974

1. Upward Mobility: We now have five Upward Mobility Program applicants fully cleared to EOD on 12 July. So far, six applicants have cancelled -- one by us and five by the applicants themselves. We are targetting for 15 people in this program.

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2. Senior Black Applicant: On 29 May 1974 we initiated the security



3. PASG: We continued work on guidance papers in support of PASG implementation: evaluation, promotions, mobility and counseling.

4. Thanks to Logistics: The reconfiguration of the space on the fifth floor utilized by the Benefits and Services Division, the Contract Personnel Division and the Staff Personnel Division has been completed thanks to the Office of Logistics. This redesign of work stations has permitted us to eliminate one GS-07 secretarial position.

5. FLSA: A significant part of the Position Management and Compensation Division's efforts were concerned with the problems of determining exempt and non-exempt categories of employees under the provisions of the Fair Labor Standards Act. Numerous changes in the dictionary of occupations have been required and these will have to be processed before a final run of employees with proper designations can be made. This work will take from two to three weeks longer; however, the major part of our activity has been completed.

6. Position Management:

a. Work continued on the preparation of the supergrade survey reports by Directorates.

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b. The major part of the work on the Office of Finance Survey has been completed and a report is being developed.

7. Summer Interns: Nineteen interns have entered on duty.

8. New Minority Co-op Source: Central State University and Northeastern University have referred black co-op applicants to us this week -- the first from either school.

9. Response to Advertisement: We are continuing to receive resumes in response to the advertisement for Chinese Linguists we placed for EA Division on 12 May in newspapers in New York, Washington, D. C. and San Francisco. To date the total responses number 161.

10. CEMLOC: In cooperation with the Chief Operator and other members of the Telephone Facilities Branch, [REDACTED] we redefined the contents of the Flexoline information strips and other materials used by the operators to take advantage of the expanded data available through CEMLOC. 25X1A

11. PERSIGN: Testing personnel actions against the program logic of PERSIGN is continuing at a satisfactory pace.

12. 1973-1974 Reserve Training Program: The Agency's Military Reserve Unit conducted its final training session for FY 1974 on Tuesday, 28 May 1974. The 1974-1975 session will commence in September 1974.

13. Rehired Annuitant: We approved the following retired annuitant case for the Directorate of Management and Services:

25X1A [REDACTED] -- Office of Personnel -- Independent Contractor -- three-month extension.

14. Special Redskin Game: A pre-season Redskins scrimmage game, sponsored by the Boy Scouts, will be held on 19 July 1974. The EAA Ticket Office has 1,000 tickets on consignment and will sell to EAA members for \$3.00.

Coming Events

25X1A 1. We expect to meet with [REDACTED] to discuss the action plan for PASG implementation in M&S.

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2. Work will continue on the designation of employees for exempt or non-exempt under the Fair Labor Standards Act. By 3 June we hope to have all employees appropriately designated so a preliminary run can be produced by OJCS on 20 June. After checking this run, the information will be transmitted to payroll.
3. Continue the testing for PERSIGN and the development of CEMLOC.
4. Applications for the EAA-sponsored Washington Redskins ticket drawing must be submitted by close of business 14 June 1974.
5. The Incentive Awards Branch will move from the Magazine Building to Headquarters next week. They will be located in Room 5E54 and we look forward to providing even better service because of our new location.
6. The EAA-sponsored Talent Show will be held in the Agency auditorium on 12 June. Rehearsals are progressing smoothly and we are expecting an excellent program.

(Signed) F. W. M. Janney

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Director of Personnel

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